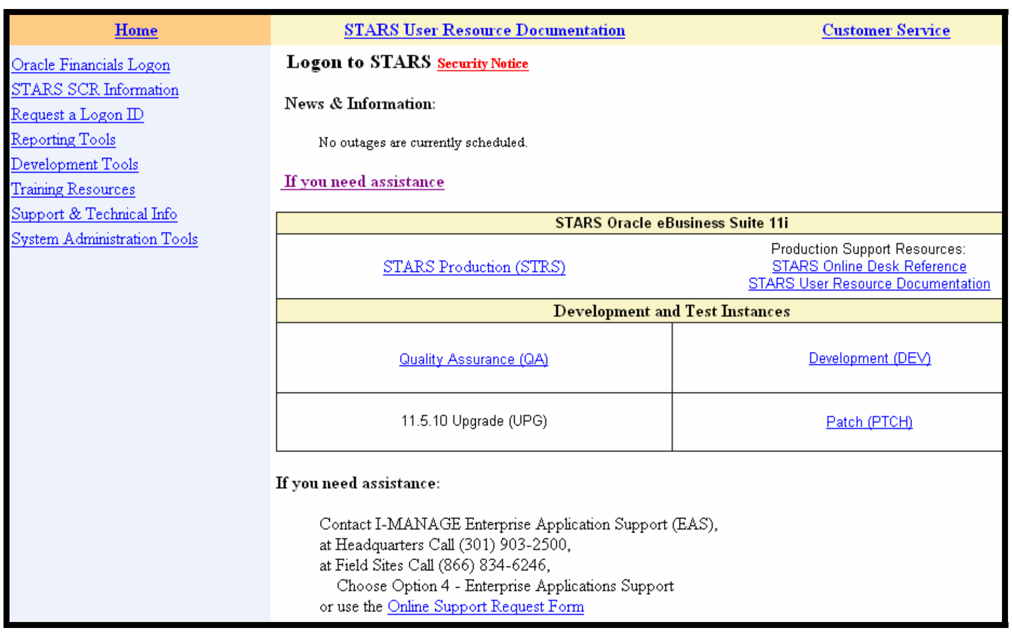
Financial Statements Analysis Report

The DOE Financial Statements Analysis Report is used to analyze changes in line item balances on the financial statements between the current period and the same period from the prior year. The report parameters allow users to input both a percentage change and a dollar amount change to identify those line items that meet criteria for significant account balance changes as defined by the user. The threshold parameters work together to identify any line items that meet both the percentage and the dollar change inputs.

The DOE Financial Statements Analysis Report will identify the lines meeting the user defined thresholds and provide the AFF detail comprising those lines for both the current and prior periods. After creating an Excel pivot table of the DOE Financial Statements Analysis Report's output, the user can readily review/analyze the AFF detail to identify possible cause(s) for the significant changes.

Default threshold amounts are programmed into the DOE Financial Statements Analysis Report that represent the minimum thresholds required to be analyzed at the Allottee level, as defined in the Department's 3rd quarter and year-end financial statement guidance (15% and $20 million). Field offices may want to choose more conservative parameters than these minimum requirements. Additionally, by entering zeros for both the percentage and the dollar thresholds, this report can be used to produce the AFF detail for any line of the financial statements. However, users must ensure that only one line of the financial statements is selected in the parameter when using zeros in the thresholds since trying to produce the detail for all lines of the statements would produce too many records to handle in an Excel file.

1. To access STARS go to the website: http://crinfo.doe.gov/officedocs/cf40/stars/ and click on STARS Production (STRS).



2. You will get the login screen as shown below to enter your Username and Password. You must click on the Login button

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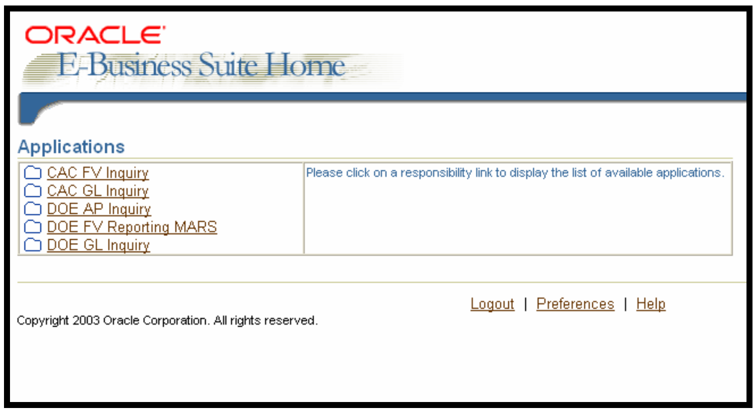
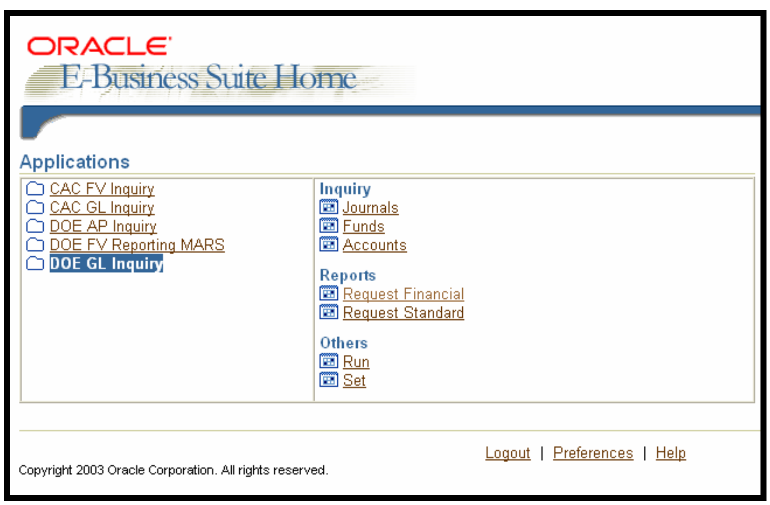
3. At the ORACLE E-Business Suite Home screen select GL Inquiry from the Application screen.



4. Under "Reports" click on Request Standard.



5. Ensure that the "Single Request" radio button is selected on the Submit a New Request screen and click OK.

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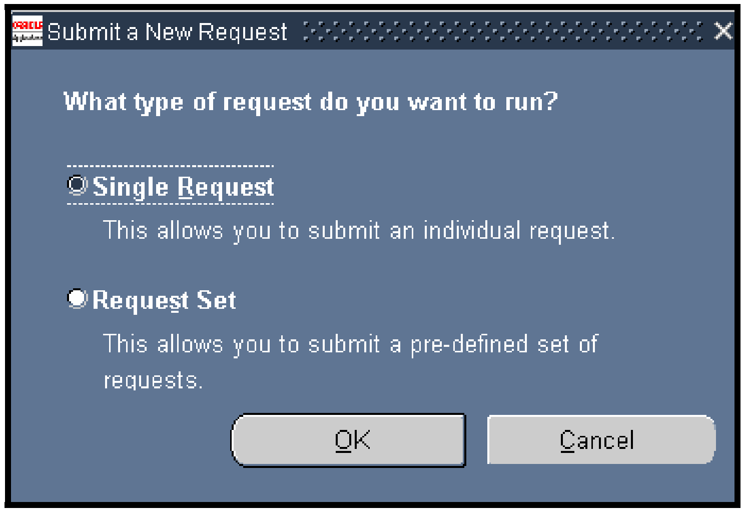
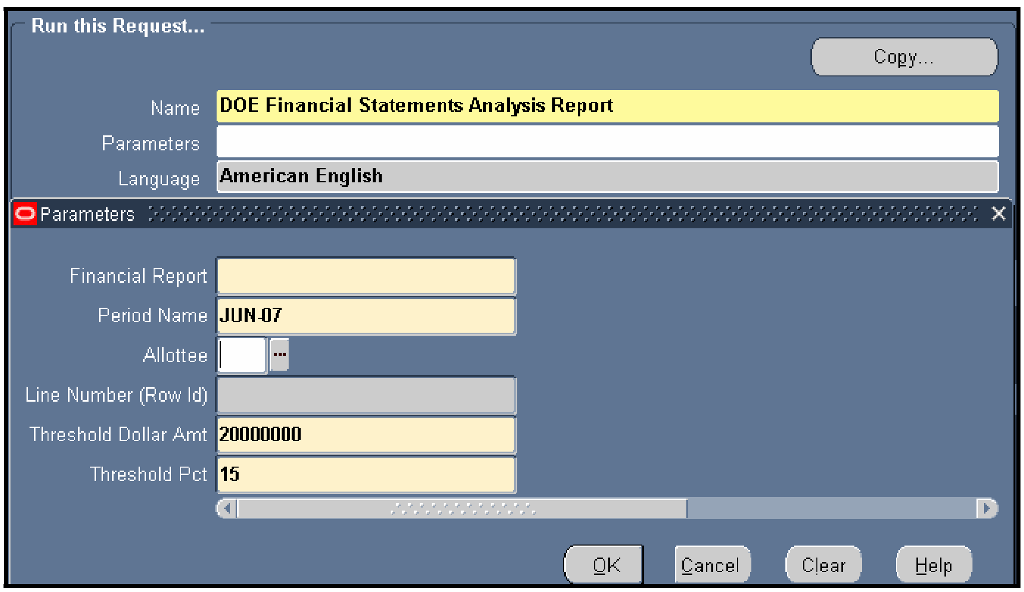
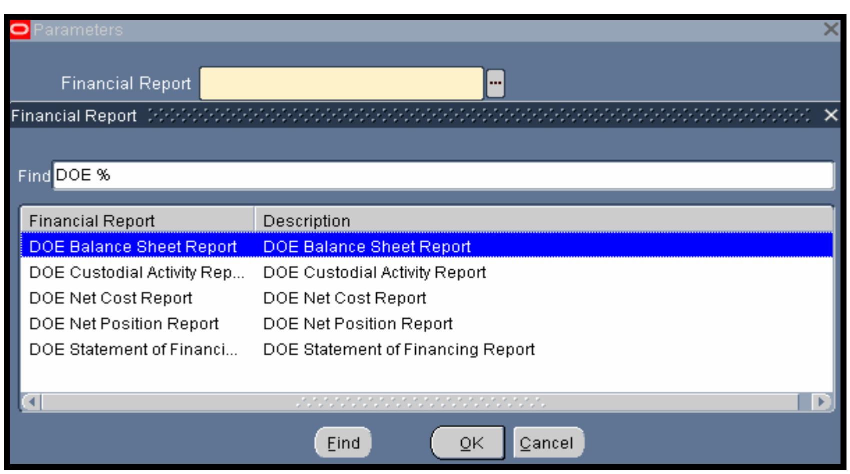


6. Enter "DOE Financial Statements Analysis Report" in the name field. Press Tab.



From the Financial Report parameter select the report you wish to run. Click OK. The Balance Sheet Report is selected for these instructions.



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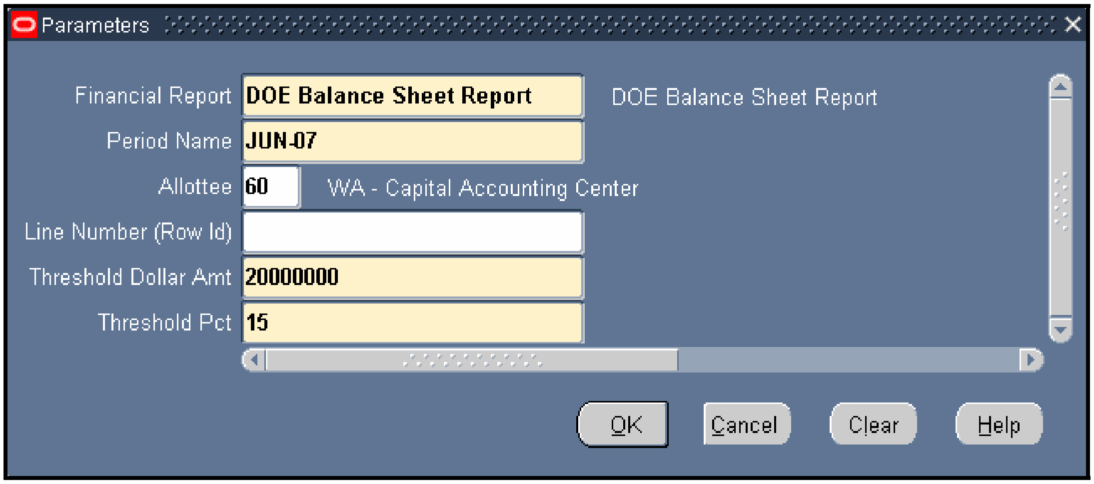
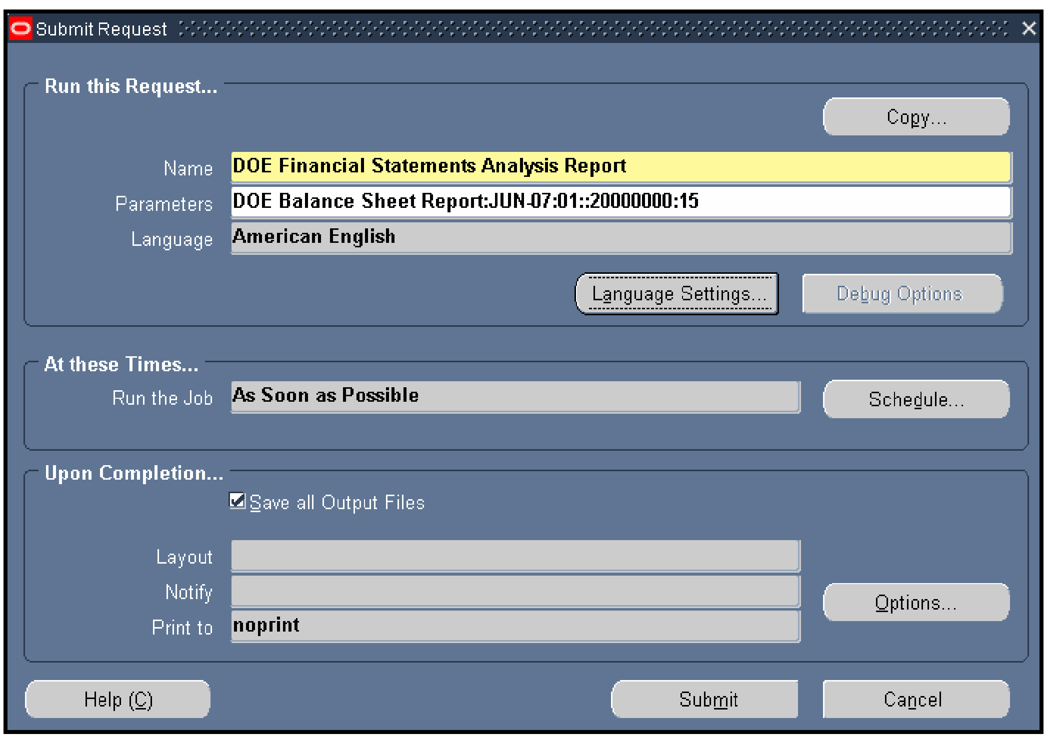
You will get the same parameters for each of the reports.



You can leave the Allottee and Line Number (Row Id) blank. However; if you input a line number by selecting it from the List of Values (LOV) you will need the enter "0" in the Threshold Dollar Amt and Threshold Pct fields. Note: the defaulted threshold dollar amount and the defaulted threshold percentage are Department-wide amounts that are determined by KPMG each year. Allottees may choose alternative values, however the user will have to put in the new amounts.

7. Press OK. This will take you back to the Submit Request screen.



8. Click on Submit and you will get the Request screen. Click the Refresh Data button periodically until your report is completed. There will be four output reports.

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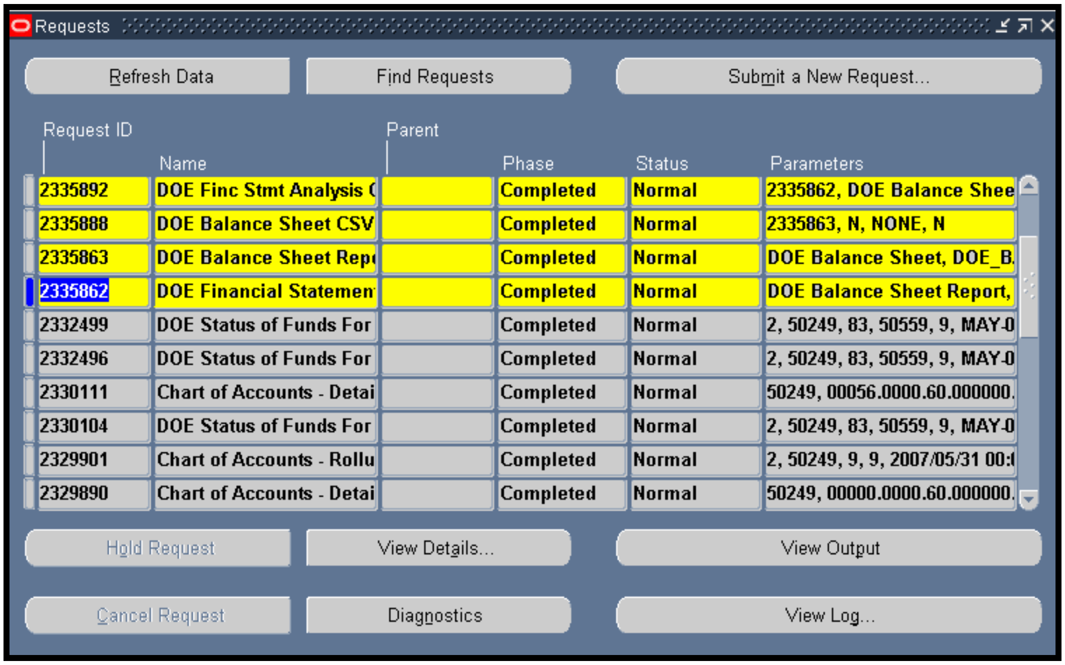
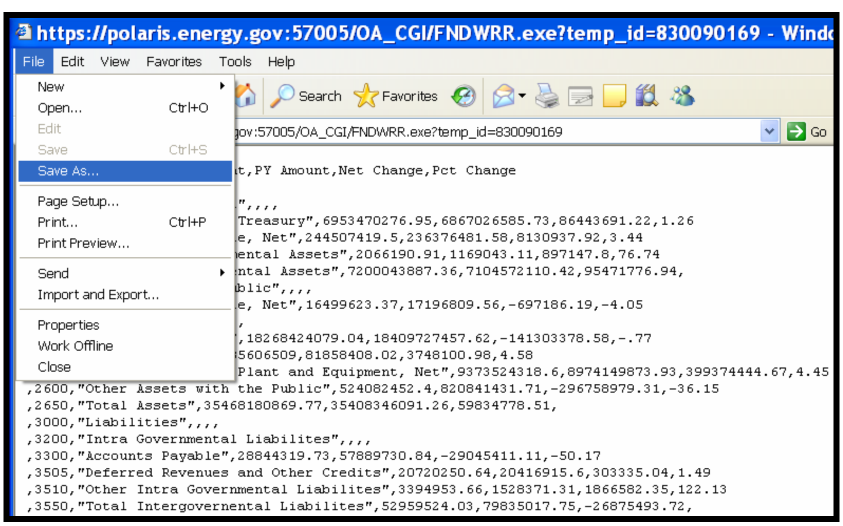


The Output you will see on your screen will contain four lines. 1) "DOE Financial Statements Analysis Report" is the empty output file with (0 bytes); 2) DOE empty output file of the financial statement you have chosen (Balance Sheet in this case); 3) DOE report with CSV percentage change; and finally, 4) DOE report with CSV output that includes AFF detail for the line item that was chosen.

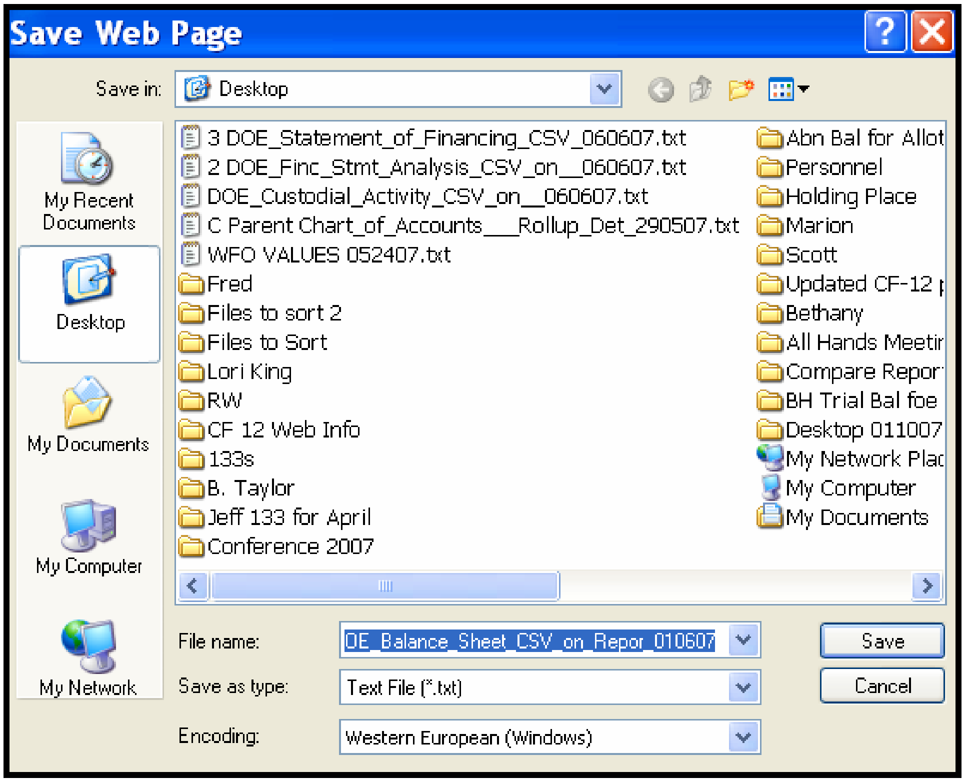
9. Click on the View Output button after the report Phase indicates "Completed" and the Status is "Normal".

10. To print your file save your report as a text file. See instructions below on saving report as a text file.

11. Click File on the menu bar and select Save As.



13. Click on the drop down Save in box on the Save Web Page screen and select the location you want to save the file. You can accept the default or give your file a name. Click Save.



14. Prepare pivot table.